

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL09842001	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code 11-45	
						14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	PROGRAM ANALYST	GS	0343	11	LP	8/25/95
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title) _____ 17. Name of Employee (if vacant, specify) P. Russell

18. Department, Agency, or Establishment Department of the Army (DA)		c. Third Subdivision INSTRUMENTATION MANAGEMENT OFFICE (II)	
a. First Subdivision U.S. ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision	
b. Second Subdivision SIM, TNG, INST COMMAND (STRICOM)		e. Fifth Subdivision	

Employee Review--This is an accurate statement of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Major Jerry Cornell, Deputy Director, IMO

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
J. RUSSELL LONGENBACH, DIRECTOR, IMO

Signature: Jerry Cornell Date: 1 Aug 95

Signature: J. Russell Longenbach Date: 1 Aug 95

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS, Admin Anal GEG 8/90. US OPM PCS, GS-343, Mgmt/Prog Anal Ser, 8/90. US OPM PCS, GS-301, Misc Admin/Prog Ser, 1/79.

Typed Name and Title of Official Taking Action
JAMES M. SKURKA, DEPUTY TO THE COMMANDER

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	INITIALS	DATE								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks
: 7777
PL: GS-11

25. Description of Major Duties and Responsibilities (See Attached)

INTRODUCTION

Position is located in the Office of the Project manager, Instrumentation, Targets, and Threat Simulators (PM ITTS-I), Instrumentation Management Office (IMO). The mission of PM ITTS-I is to acquire collective task and command/control of major instrumentation targets and threat simulation systems.

MAJOR DUTIES

Serves as a Program Analyst with responsibility for planning, implementing and coordinating a variety of program analysis, evaluations and advisory functions in support of the instrumentation system acquisition program throughout its life cycle. Applies program analysis principles and techniques to the execution of operating program activities, such as planning and requirements documentation, resource management matters (budget, manpower, materials), cost analysis (life cycle cost estimates, contractor cost management and government monitoring procedures, cost/schedule control system criteria) and pertinent acquisition strategies. Reviews and analyzes progress against established program objectives to ensure the identification of technical problem areas and to recommend corrective actions.

1. Participates in the development of plans, programs and budgets for RDTE, procurement and OMA based on priorities, documented requirements, capabilities, and resource (manpower, material, and dollar) limitations. This input is prepared in the form of congressional descriptive summaries, P-form submissions, program submissions and command schedules. Assists in the preparation of the PM ITTS-I execution plan, ensuring that program objectives relate to funds available.

35%

2. Participates in the performance of management reviews of developmental contracts to ascertain rate of progress versus incurred costs, analysis engineering changes to determine worth and improved performance versus cost and cost growth to determine impact.

25%

3. Performs special assignments and studies which relate to the successful accomplishment of the PM-ITTS-I program. These assignments and studies may include budget drills, analyses of future year in-house resource requirements, tracking execution in the budget year, etc.

20%

4. Conducts or participates in presentations and briefings as assigned. Participates in working groups and AD HOC committees which relate to areas of responsibility.

20%

FACTOR 1 - KNOWLEDGE REQUIRED FL 1-7 1250 points

Comprehensive knowledge of program analytical and evaluative methods as applied to the planning and execution of all programs managed by PM ITTS-I. Ability to modify standard practices and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to adapt precedents or make significant departures from previous approaches in determining the kind of information needed to measure effectiveness of program progress. Ability to prepare and present oral and written presentation to clearly define specific problems, provide detailed recommendations and achieve program/project objectives in an efficient and effective manner; and explain the effect of alternative actions of program execution.

FACTOR 2 - SUPERVISORY CONTROLS FL 2-4 450 points

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached. Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds.

FACTOR 3 - GUIDELINES FL 3-3 275 points

Guidelines include Army regulation, federal laws, policy statements, procedures, practices, and other material governing the PPBE system. Often these guidelines do not apply specifically to particular complex and technically difficult program analysis situations, thus requiring use of high degree of judgement and creativity in selecting, interpreting, and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied.

FACTOR 4 - COMPLEXITY FL 4-4 225 points

The assignment is characterized by highly technical development program, some costing in excess of \$80 million RDTE and \$16 million OMA. The will lead conferences with representatives of the area being studied in order to establish cooperative relationships, present controversial and critical observations and recommendations, and convince others to accept proposals with which they may strongly disagree.

FACTOR 5 - SCOPE AND EFFECT FL 5-3 150 points

The employee serves as Project Officer responsible for planning, and analyzing and evaluating the RDTE/procurement activities that

support the project management of major Army items. The assignment entails the development of long range program plans, goals, objectives and milestones to accomplish and evaluate the cost effectiveness of actions in the achievement of agency programs, and affects compliance with pertinent financial and acquisition policies.

FACTOR 6 - PERSONAL CONTACTS FL 6-3C 180 points

Contact include Program Analysts, Budget Analysts, Project/Product Managers, Project Team Members and other Army specialists and managers. Contacts also are maintained with MACOMs, contractors and professional groups in the public and private sector.

FACTOR 7 - PURPOSE OF CONTACTS FL 7-3D

Contacts are for the purpose of justifying recommendations affecting planning and execution of Instrumentation/Test programs and influencing officials to accept/implement same.

FACTOR 8 - PHYSICAL REQUIREMENTS FL 8-1 5 points

Work is mostly sedentary. There is stress from having to work within a short time frame to complete a particular task.

FACTOR 9 - WORK ENVIRONMENT FL 9-1 5 points

Work is mostly conducted in a typical office setting, which includes adequate ventilation, lighting, and shelter.

TOTAL POINTS 2540 GRADE GS-11

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL09042

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."